#### **TRAINING CLASSES AND FEES FOR SPRING 2007**

TOPIC/TITLE	CCD NUMBER	FEES PER PERSON	PAGE NUMBER
Infant and Toddler Series			
Part 1 - Ages and Stages of Development for Infants and Toddlers (4 hours)	CCD0100	\$10.00	Page 16
Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers (4 hours)	CCD0101	\$10.00	Page 16
Part 3 - Planning Activities for Infants and Toddlers (4 hours)	CCD0102	\$10.00	Page 17
Part 4 - Guiding the Behaviors of Infants and Toddlers (4 hours)	CCD0103	\$10.00	Page 17
Preschool Series			
Part 1 - Ages and Stages of Development of Preschoolers Ages Three to Five (4 hours)	CCD0200	\$10.00	Page 18
Part 2 - Creating an Age Appropriate Learning Environment for Preschoolers (4 hours)	CCD0201	\$10.00	Page 18
Part 3 - Planning Age and Stage Appropriate Activities for Preschoolers (4 hours)	CCD0202	\$10.00	Page 19
Part 4 - Guiding the Behaviors of Preschool Children Ages Three to Five (4 hours)	CCD0203	\$10.00	Page 19
General Interest			
Ages and Stages of Development for School-Age Children School-Age Series – Part 1 (4 hours)	CCD0300	\$10.00	Page 22
Child Abuse and Neglect: Recognition and Reporting (4 hours)	CCD0801	\$10.00	Page 22
Emergency Preparedness (6 hours)	CCD0807	\$25.00	Page 23
Health Screening for Child Care Professionals (4 hours)	CCD0800	\$10.00	Page 23
Managing Your Home Child Care Business in a Profitable Way (3 hours)	CCD0603	\$10.00	Page 24
Medication Administration Training (MAT) for Child Care Professionals (8 hours)	CCD0822	\$50.00	Page 25
You Can Count on Mother Goose (4 hours)	CCD1509	\$10.00	Page 26

# Infant and Toddler Series - Part 1 CCD0100 AGES AND STAGES OF DEVELOPMENT FOR INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with infants and toddlers

#### **Overview**

This course is the first in a series related to the care and development of infants and toddlers. The course will provide participants with information on the ages and stages of development for infants and toddlers. The primary focus of this course is to explore three needs that are central to the young child's growth: security, exploration, and identity. In addition, this course will address the sequence of developmental milestones and how each influences the other. Finally, the course discusses the characteristics of caregivers, the value of observation, and the importance of communication between caregivers and parents.

#### **Objectives**

- Define ages and stages of development as applied to infants and toddlers.
- Identify and understand physical, speech/language, perceptual/ cognitive, and social/emotional development of infants and toddlers.
- Recognize how the physical, speech/language, perceptual/ cognitive, and social/emotional skills are interrelated and how that affects the development of infants and toddlers.
- Identify desirable characteristics of infant and toddler caregivers.
- Gain insight about why and how we use observation as a way to facilitate a child's growth and development.
- Recognize the importance of communication between parents and caregivers and learn effective ways to share developmental information with parents.

#### **Dates and Locations**

Datoo	aria Eccationic	
03/10	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
04/14	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/05	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
05/05	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131

# Infant and Toddler Series - Part 2 CCD0101 CREATING AN APPROPRIATE LEARNING ENVIRONMENT FOR INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with infants and toddlers

#### Overview

This course is designed to identify key elements for creating an appropriate learning environment for infants and toddlers. The primary focus is to explore eight basic qualities of a well-designed infant and toddler space: safety, health, comfort, convenience, child-sized equipment, flexibility and movement. In addition, the course will address the sequence of developmental milestones and how they must be considered when planning an appropriate environment. Finally, the course will describe how to develop and organize a daily plan for young infants, mobile infants, and toddlers.

#### **Objectives**

- Realize the importance of considering the physical, language, cognitive and social/emotional domains of infants and toddlers when planning an appropriate learning environment.
- Recognize the importance of creating sensory rich and interactive surroundings for young infants, mobile infants and toddlers.
- Identify the basic features for indoor and outdoor environments for young infants, mobile infants and toddlers.
- Learn criteria for selecting various types of materials and equipment needed for young infants, mobile infants and toddlers.
- Identify health and safety issues related to young infants, mobile infants and toddlers.
- Learn how to organize a daily plan for young infants, mobile infants and toddlers.

03/17	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
04/21	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/12	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
05/12	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

#### Infant and Toddler Series - Part 3 CCD0102 PLANNING ACTIVITIES FOR INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with infants and toddlers

#### Overview

This course is designed to identify age and stage appropriate play experiences for infants and toddlers by defining the role of infant/toddler caregivers. Developmental domains will be discussed as they relate to play experiences. The course will identify the characteristics of appropriate play experiences of infants and toddlers and introduce participants to guidelines for selecting and constructing appropriate play materials.

#### **Objectives**

- Understand the role of infant and toddler caregiver.
- Identify the characteristics of appropriate play experiences for infants and toddlers.
- Recognize the importance of developmental domains as they relate to play experiences.
- Learn guidelines for selecting and constructing appropriate play materials for infants and toddlers.
- Plan play experiences that enhance the development of infants and toddlers.

#### Dates and Locations

Dates a	and Locations	
05/12	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/19	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
05/19	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
05/19	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with infants and toddlers

#### Overview

This course is designed to identify the behavioral characteristics and temperaments of infants and toddlers; to define the differences between guidance and punishment; and to learn age-appropriate strategies and techniques for use with infants and toddlers. The primary focus of this course is to recognize the factors that affect behaviors, to recognize behaviors that are expected to naturally occur, and to recognize that the caregiver's response affects the outcome of the behavior or guidance technique. In addition, the course will address the sequence of developmental milestones, how these milestones influence the caregivers' response behaviors, and provide participants with appropriate behavioral strategies.

#### **Objectives**

- Identify behavioral characteristics of young infants, mobile infants, and toddlers.
- Discuss the different temperaments of infants and toddlers.
- Describe the difference between guidance and punishment.
- Recognize external factors that influence the behaviors of young infants, mobile infants, and toddlers.
- Recognize appropriate caregiver's responses to the behaviors of young infants, mobile infants, and toddlers.
- Identify alternative strategies for guiding the behavior of young infants, mobile infants, and toddlers.
- Discuss common behaviors that require special attention.

06/02	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
06/02	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
06/02	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
06/02	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408

Infant and Toddler Series - Part 4 CCD0103 GUIDING THE BEHAVIORS OF INFANTS AND TODDLERS\*\*

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

<sup>\*\*</sup>This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

## Preschool Children Series - Part 1 CCD0200

## AGES AND STAGES OF DEVELOPMENT OF PRESCHOOLERS AGES THREE TO FIVE\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

#### Overview

This course is the first in a series related to the care and development of children ages three to five years old. The ages and stages of child development are organized into the physical, language, cognitive, and social/emotional domains.

#### **Dates and Locations**

03/10	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
03/17	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
03/17	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
03/17	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
03/17	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
03/24	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street
03/24	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
03/31	Chester	John Tyler Community College Chester Campus, Moyar Hall Room M201 A & B 13101 Jefferson Davis Highway
03/31	Henrico	J. Sargeant Reynolds Community College – North Run Corporate Center Room 125 1630 East Parham Road
04/21	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Rooms 105 A & B 10000 Germanna Point Drive
05/05	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

## Preschool Children Series - Part 2 CCD0201

## CREATING AN AGE APPROPRIATE LEARNING ENVIRONMENT FOR PRESCHOOLERS\*\*

Length: 4 hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

#### **Overview**

This is the second course in a series related to the care and development of children ages three to five years old. This training establishes a basis for understanding how the environment impacts children's growth and development.

03/17	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
03/24	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 409
03/24	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
03/24	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
03/31	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
03/31	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
04/14	Chester	John Tyler Community College Chester Campus, Moyar Hall Room M201 A & B 13101 Jefferson Davis Highway
04/14	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street
04/21	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
04/28	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive
05/12	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP - Preschool Endorsement Program. See page 15 for details.

#### **Preschool Children Series - Part 3** CCD0202

#### PLANNING AGE AND STAGE APPROPRIATE **ACTIVITIES FOR PRESCHOOLERS\*\***

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

#### Overview

This is the third course in a series related to the care and development of children ages three to five years old. In this course, the participants will use their knowledge of the characteristics of preschool children to understand the process of developing thematic units to guide learning.

#### Dates and Leastions

Dates	and Locations		Dates	and Locations	
03/24	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive	03/31	Springfield	NOVA ( Springf Medica 6699 S
03/31	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 212	04/14	Roanoke	Roanok 108 No
03/31	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room	04/14	South Boston	Souther 820 Bru
04/14	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center	04/21	Virginia Beach	Virginia 1881 U
		Room P126A One College Lane	04/21	Weyers Cave	Blue Ri Robert
04/14	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131			Room I One Co
04/21	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street	04/28	Wytheville	Wythev Carroll 1000 Ea
04/28	Chester	John Tyler Community College Chester Campus, Moyar Hall Room M201 A & B 13101 Jefferson Davis Highway	05/05	Chester	John Ty Chester Room N 13101
04/28	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road	05/05	Henrico	J. Sarge North F 1630 Ea
05/05	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive	05/12	Fredericksburg	Germar Frederic Workfo 10000
05/19	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road	06/02	Hampton	Thomas Peninsu Rooms 600 Bu
05/19	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street	06/02	Alexandria	NOVA ( Alexand Room / 3001 N

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP - Preschool Endorsement Program. See page 15 for details.

#### **Preschool Children Series - Part 4** CCD0203 **GUIDING THE BEHAVIORS OF PRESCHOOL** CHILDREN AGES THREE TO FIVE\*\*

4 Hours - 9:00 a.m. to 1:00 p.m. Length:

\$10.00 Fee:

Target Audience: Providers who work with preschool children

#### Overview

This course is the fourth in a series related to the care and development of children ages three to five years old. Participants will explore the ages and stages of development for the 3 to 5 year old child and examine the role a provider plays in guiding the behavior of the preschool child.

#### Dates and Leastions

Dates a	and Locations	
03/31	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
04/14	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
04/14	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
04/21	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
04/21	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
04/28	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
05/05	Chester	John Tyler Community College Chester Campus, Moyar Hall Room M201 A & B 13101 Jefferson Davis Highway
05/05	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
05/12	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive
06/02	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road
06/02	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street

<sup>\*\*</sup> This may be used as a component course for VDSS ECEP - Preschool Endorsement Program. See page 15 for details.

#### School-Age Series - Part 1 CCD0300 AGES AND STAGES OF DEVELOPMENT FOR SCHOOL-AGE CHILDREN

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.

\$10.00 Fee:

Target Audience: Providers who work with school-age children

#### Overview

This class is the first in a series of topics related to the care and development of children ages five to twelve. The training will provide the participant with information on the development of school-age children and guidance for appropriate practice. Participants will review and discuss the characteristics of school-age children, characteristics of quality, individualized school-age programs, and strategies for communicating with parents of school-age children.

#### **Objectives**

- Identify and understand desirable characteristics of caregivers of five to twelve-year-old children.
- Define ages and stages, and the domains of physical, language, cognitive, and social/emotional development.
- Examine how the domains are interrelated and how that affects development.
- Recognize the importance of communication between parents and caregivers and learn effective ways to share developmental information with parents.

#### **Dates and Locations**

03/17	Abingdon	VISSTA Area Training Center 450 Commerce Drive
03/24	Fairfax	Herrity Building 12055 Government Center Parkway Suites 106 & 107
03/31	Virginia Beach	Hilton Garden Inn 252 Town Center Drive
04/14	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
04/21	Manassas	Hampton Inn 7295 Williamson Boulevard
05/05	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor

#### CCD0801 CHILD ABUSE AND NEGLECT: **RECOGNITION AND REPORTING\*\***

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.

\$10.00 Fee:

Target Audience: Providers who work with children of all ages

#### Overview

Child care providers will learn how to recognize and manage suspected child abuse and neglect. This course provides instruction on types of abuse and neglect, strategies for responding to suspected child victims and their parents, the child protective services response process, and knowing when and how to report suspected abuse and neglect. Virginia law mandates that child care providers report suspected child abuse and neglect.

03/31	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road		
04/21	Midlothian	Community College Workforce Alliance Featherstone Campus Featherstone Professional Center Room 111 1807 Huguenot Road, Suite 108		
04/21	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408		
04/28	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive		
04/28	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131		
04/28	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room		
05/05	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street		
06/02	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street		
06/02	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road		
06/02	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane		
06/02	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive		
	** This may be used as a component course for both VDSS Early Childhood			

Endorsement Programs. See page 15 for details.

#### CCD0807 EMERGENCY PREPAREDNESS

Length: 6 Hours – 9:00 a.m. to 4:00 p.m.

Fee: \$25.00 (includes lunch)

Target Audience: Program administrators and emergency officers

#### Overview

This course includes information on emergency preparedness from the Standards for Licensed Child Day Centers (22 VAC 15-30-610), but is beneficial for all child care providers. The course is designed to give providers an understanding of the critical concepts and components of good emergency planning and to stimulate thinking about the emergency preparedness process.

#### **Objectives**

- Discuss licensing standards for emergency preparedness in child day centers and recommendations for emergency preparedness for other child care providers.
- Identify the elements of emergency preparedness prevention/ mitigation, planning, response, and recovery.
- Explain a hazard assessment.
- List resources to be used in preparing for and responding to emergencies.
- Describe the components of a customized emergency preparedness plan.

#### **Dates and Locations**

03/24	Manassas	Hampton Inn 7295 Williamson Boulevard
04/14	Duffield	Cove Ridge Conference Center at Natural Tunnel State Park Route 3, Box 250
04/21	Fairfax	Pennino Building 12011 Government Center Parkway Suite 206 A & B
05/05	Norfolk	Residence Inn 1590 North Military Highway
05/19	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
06/02	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor

#### CCD0800 HEALTH SCREENING FOR CHILD CARE PROFESSIONALS\*\*

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

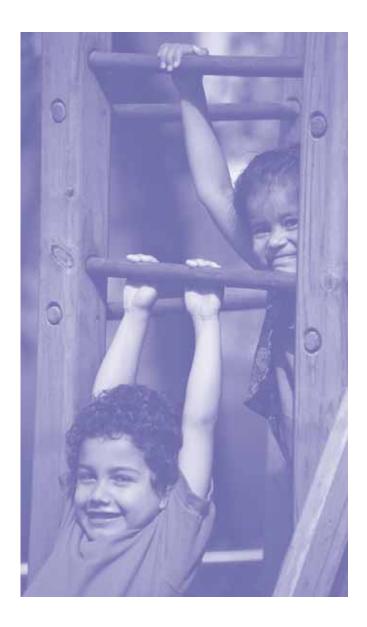
Target Audience: Providers who work with children of all ages

#### **Overview**

This course satisfies the training requirements specified in the Standards for Licensed Child Day Centers (22 VAC 15-30-310 D.6). The course provides instruction in daily health observation, excluding children for illness, preventing infections, communicable diseases, vaccine preventable diseases, immunizations, OSHA health and safety practices, and the provider's role in reporting diseases. While the class is required for providers who work in licensed child day centers and who perform the daily health observation of children, it is beneficial for all child care providers.

03/24	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway		
03/31	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131		
04/21	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street		
04/21	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room		
04/28	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408		
04/28	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road		
04/28	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane		
05/12	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road		
05/19	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive		
05/19	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street		
05/19	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive		
** This may be used as a component course for both VDSS Early Childhood				

<sup>\*</sup> This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 15 for details.



# CCD0603 MANAGING YOUR HOME CHILD CARE BUSINESS IN A PROFITABLE WAY

Length: 3 Hours – 9:00 a.m. to 12:00 Noon

Fee: \$10.00

Target Audience: Providers who work in family day homes

#### **Overview**

Have you always wondered how to manage your home child care business in a profitable and organized way? Would you like to learn basic strategies to help with tax preparation, including determining the use of the self-employment tax, what expenses you can deduct and which you can't, how to reduce your taxes, good record keeping, and submission of tax forms? If you're ready to learn some skills that could help you save money and get the most out of your family day home business, attend this course!

#### **Objectives**

- Learn how to qualify for a deduction for using your home as a child care facility.
- Find out what expenses in your business can be deducted on your tax return.
- Learn how good record keeping can reduce the tax you owe.
- Find out what self-employment tax is and how it is determined.
- · Learn which federal tax forms you must file.
- · Learn how to do business with IRS electronically.

Dates	and Locations	
03/17	Fairfax	Herrity Building 12055 Government Center Parkway Suites 106 & 107
03/24	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor
04/21	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
04/28	Manassas	Hampton Inn 7295 Williamson Boulevard
05/05	Chesapeake	Chesapeake Conference Center 900 Greenbrier Circle
05/19	Abingdon	VISSTA Area Training Center 450 Commerce Drive

# MEDICATION ADMINISTRATION TRAINING (MAT) FOR CHILD CARE PROFESSIONALS

Length: 8 hours – 9:00 a.m. to 6:00 p.m.

Fee: \$50.00 (includes lunch)

Target Audience: Providers who work in licensed or regulated

child day programs and who give prescription

medication to children in their care

#### **Prerequisites**

- You <u>must</u> have current First Aid and CPR certifications to register for one of these classes.
- You <u>must</u> attach a copy of both certifications to your registration form.

#### **Tests and Practical Demonstrations**

 You <u>must</u> satisfactorily complete the written and practical examinations to receive the MAT certification.

#### **Other Important Information**

- Classes will be facilitated by approved MAT trainers.
- Class size limited to 8 participants.
- Maximum registration: one person from your facility/home per class.

#### Overview

The MAT is an 8-hour competency-based course approved by the Virginia Board of Nursing and VDSS to train providers who work in child day programs to safely administer medication to children.

Staff members who work in licensed or regulated child day programs <u>and</u> who give prescription medication to children are <u>required</u> by the *Code of Virginia* (§ 54.1-3408) to satisfactorily complete the training course, which includes passing written and practical examinations.

Staff members who work in child day centers <u>and</u> who administer prescription <u>and/or</u> over-the-counter medication to children enrolled in their programs must take this course.



<b>Dates</b>	Dates and Locations				
03/31	Virginia Beach	Hilton Garden Inn 252 Town Center Drive			
03/31	Chesterfield	Sheraton Park South 9901 Midlothian Turnpike			
04/14	Fairfax	Pennino Building 12011 Government Center Parkway, Suites 206 A & B			
04/14	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor			
04/21	Abingdon	VISSTA Area Training Center 450 Commerce Drive			
04/21	Newport News	Point Plaza Suites and Conference Hotel 950 J. Clyde Morris Boulevard			
04/21	Charlottesville	Holiday Inn Monticello 1200 5th Street SW			
04/28	Fredericksburg	Wingate Inn 20 Sanford Drive			
04/28	Portsmouth	Holiday Inn Olde Towne 8 Crawford Parkway			
04/28	Hampton	Clarion Hotel 1809 West Mercury Boulevard			
05/05	Fairfax	Pennino Building 12011 Government Center Parkway, Suites 206 A & B			
05/05	Abingdon	VISSTA Area Training Center 450 Commerce Drive			
05/12	Manassas	Hampton Inn 7295 Williamson Boulevard			
05/12	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405			
05/19	Eastern Shore-	Trawler Restaurant			

2555 Lankford Highway

1809 West Mercury Boulevard

1604 Santa Rosa Road, 2nd Floor

VISSTA Area Training Center

Clarion Hotel

**Exmore** 

Henrico

Hampton

05/19

05/19

#### CCD1509 YOU CAN COUNT ON MOTHER GOOSE

Length: 4 hours – 9:00 a.m. – 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with children ages 3 – 8

#### **Overview**

This course teaches early childhood educators how to nurture children's understanding and positive attitudes toward mathematic concepts and problem solving skills. Participants will learn how to use outstanding children's literature to engage children in conversations and activities that teach early math and problem solving skills such as sorting, graphing, measuring, estimating, counting, etc. Each participant will receive eleven books, an activity kit, bag and a guide (valued at \$125).

Note: Participants must be present at the class to receive books and handouts. Materials will not be mailed to those who register and do not attend.

#### **Objectives**

- · Gain a new approach to math and reading activities.
- Learn new hands-on math activities for use with children.
- Learn how to make stories and simple math exciting for young children.
- Learn how to use everyday materials and experiences for teaching math.
- Learn to use an interdisciplinary approach to reading, math and more.

Datoo	and Ecoalions	
03/17	Richmond	Science Museum of Virginia 2500 West Broad Street
03/31	Manassas	Hampton Inn 7295 Williamson Boulevard
04/14	Richmond	Science Museum of Virginia 2500 West Broad Street
05/05	Richmond	Science Museum of Virginia 2500 West Broad Street
05/19	Fairfax	Pennino Building 12011 Government Center Parkway Suite 206 A & B

